

YOLO COUNTY TRANSPORTATION DISTRICT

\$72,998-\$95,241 Annually (6-14-21)

Established: June 14, 2021

Medical Class I

Revised:

PROCUREMENT AND GRANTS SPECIALIST

Definition: Under general supervision performs purchases or negotiates to purchase materials, supplies, equipment, and services for the district. Provides Grants management and monitoring as well as revenue and expense projections, grant tracking and fiscal & program monitoring. Provides assistance on special projects, and performs other duties as assigned.

Essential Job Functions:

1. Purchasing and Procurement

- Reports to Deputy Director-Finance, or his/her designee.
- Prepares bid specifications and other necessary documents related to the purchase of services, supplies, materials, and equipment, adhering to YCTD's adopted procurement procedures and Federal/State guidelines.
- Corresponds with vendors and sales reps to obtain pricing, product information, services provided, delivery dates, and availability.
- Monitors, coordinates, and communicates purchases with vendors to assure contract and purchase order compliance.
- Reviews bids and proposals for responsiveness, price, and compliance of items to specifications; and adherence to YCTD's adopted procurement procedures.
- Provides research assistance to Management and assists with monitoring and implementing special projects (e.g., construction and consultant contracts, capital acquisitions, change orders).
- Administers the storage, disposal, sale, transfer, or trade of surplus district property.
- Proficient with office administration and software, i.e., MS Office Suite (including spreadsheet, word processing and other software).

2. Grant and Contract Management

- Works with the Finance and Planning Departments to coordinate District grant functions.
- Assists with Budget development for grants/contracts and supports continued budget planning.
- Under guidance from senior staff/management, prepares, revises, and submits to the Planning Department necessary forms, background data, financial figures and project cost estimates as appropriate. Establishes reasonable timeframes for compiling data.
- Organizes, calculates, and reports on financial data and information for all District grants (federal, state, and local) for submission, development, and reporting.
- Tracks grant and capital project revenues and expenditures.
- Compiles and reports on grant financial activities, including interest calculations, invoicing, progress reports, close-out reports, and budget amendments.
- Analyzes YCTD/Yolobus performance data collected by Planning and assists in compiling grant data.

- Assists in compiling presentations and reports for management and YCTD Board/committees.
- Other related duties or responsibilities as assigned.

Experience: Minimum three years of relevant experience required. Knowledge of Federal Transit Administration third party procurement and grants management procedures a plus.

Education: Equivalent to graduation from an accredited college or university with a bachelor's degree in business administration, public administration, or a closely related field.

License/Car: Must possess or be able to obtain within 3 months a valid California Driver's license. Employee may be required to use his/her personal automobile (with mileage reimbursement from employer) which employee shall insure.

Knowledge and Ability:

- Knowledge of principles, practices and techniques used in federal procurement of various commodities and services.
- Knowledge of the methods employed in the preparation and analysis of bids and related purchasing research.
- Knowledge of or ability to learn federal, state and local grant requirements.
- Knowledge of and ability to use computer applications and peripheral equipment.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to make formal presentations.
- Ability to perform analysis and effectively apply results in decision making.
- Ability to act decisively using sound judgment skills.
- Ability to organize, coordinate projects, set priorities, meet deadlines and follow-up on assignments with a minimum of supervision.

Medical Class 1 - Light Work: This class will require light physical effort which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds. Some bending, stooping, and/or squatting may be required. Considerable walking may be required.